

CONSTITUTION and BY-LAWS

ARTICLE I

NAME: Jefferson Band Parents Association

ARTICLE II

OBJECTIVE: The object of the Jefferson Band Parents Association is to organize the parents of the Jefferson Band members into an association for the following purposes:

- To promote mutual understanding between the school and the home and to **facilitate communication** in matters pertaining to instrumental music education.
- To create an environment which encourages volunteerism in support of the bands.
- To provide an opportunity for **parents/guardians** to meet socially and to cultivate friendships **and work in a courteous and respectful manner** among those who have a common goal of higher music standards for their children and their school.
- To help finance, when necessary, expenses not provided by the Board of Education Fund, as shall be agreed upon by this association acting in cooperation with the Jefferson School Band **Director(s)**.

ARTICLE III

MEETINGS:

- **The general membership meetings** are held the first Tuesday of each school month at 7:00 P.M. in the Jefferson Band Room. **The meeting time, date, and location may be changed at the discretion of the Executive Board and/or Director(s).**
- **The general membership meeting shall follow the agenda established by the Executive Board and conducted in the spirit of Roberts Rules of Order.**
- The Executive Board shall meet at the discretion of the President and/or Director(s) to conduct routine business and set the agenda for the general meeting.

ARTICLE IV

MEMBERSHIP: All parents/**guardians** of band students automatically become members of the association. **Parents/guardians of graduating band students (parents of alumni) are welcome to remain active in the association as non-voting members.** No dues will be required.

A quorum for the general membership meeting shall be those voting members present at the meeting.

ARTICLE VA

DUTIES OF OFFICERS:

President: The President shall preside at all meetings of the Association, chair the Executive Board, set the agenda for all meetings, and should be the primary liaison for the Association to school officials. It is his/**her** duty to appoint a Nominating Committee. **Persons seeking the position of President should have prior Executive Board experience.**

Vice President: **In the absence of the President, the Vice President shall assume all duties of the President. The Vice President shall chair committees at the direction of the President.**

Secretary: The Secretary shall attend **general membership meetings and executive board meetings.** The Secretary shall keep the records of the proceedings of all such meetings **and maintain current officer job descriptions.**

Treasurer: The Treasurer shall pay all bills of the association and shall take charge of and handle the funds of the association, **and shall execute the annual budget.**

Volunteer Coordinator: **The Volunteer Coordinator shall organize volunteers for all band related functions.**

Any of the offices above may be elected and held by one or more persons jointly. Only voting members may be officers.

ARTICLE VB

DUTIES OF MEMBERS

- To encourage their children to improve their musicianship through home practice and to carry out their responsibilities as members of the band.
- **To volunteer and help the band in events throughout the year.**
- To actively support all fund-raising projects sponsored by this association.

ARTICLE VI

THE EXECUTIVE BOARD: The **Executive Board** shall consist of President, Vice President, Secretary, Treasurer, **Volunteer Coordinator**, and Directors of the Jefferson Band. **Chairpersons of special committees shall attend Executive Board Meetings as directed by the Executive Board.**

ARTICLE VII

FINANCES: The Executive Board in consultation with the Directors and immediate past Board Members shall create and execute an annual budget. The budget created by the Executive Board shall be presented to the membership for consideration. The budget will be presented at the first meeting of the school year, and then voted upon at the following general membership meeting. The budget goes into effect immediately upon approval by the membership. In the event there is a necessary emergency expenditure which is not in the regular budget, the Executive Board may, in its discretion, amend the budget and expend the funds. In the event there is an emergency, the Executive Board shall report the expenditure at the next general meeting.

The Association's finances shall be audited annually by a committee of three to five members of the general membership. The committee will elect a chairperson to coordinate the committees activities and report back to the membership.

ARTICLE VIII

ELECTIONS: In March of each year, the Nominating Committee shall present a slate of proposed officers to the membership. At the March meeting, additional nominees may be taken from the floor. The election shall be held at the April meeting, and instillation of officers will take place at the May meeting. New officers assume their duties immediately upon instillation. Persons running unopposed may be elected by voice vote. Contested positions shall be voted upon by written ballot of the members present at the May meeting.

ARTICLE IX

AMENDMENT PROCEDURES: Amendments to this Constitution can be presented at any general membership meeting. All amendments shall be referred to by a volunteer committee if supported by a majority of members present when the amendment is offered. The committee shall review and present the pros and cons of the proposed amendment. Amendments to these By-laws cannot be voted upon until the next regularly scheduled general membership meeting. The constitution may be amended by a majority vote of the general membership present.

A copy of the By-laws shall be posted and provided to the general membership annually.

ARTICLE X

TERMINATION: Upon termination of the organization, any remaining assets will be distributed to an organization exempt from Federal income tax under section 501 (c) (3) of the Code.

Approved by general membership meeting: Date